

Agency 085

## Office of the Secretary of State

## Recommendation Summary

Dollars in Thousands

	Annual FTEs	General Fund State	Other Funds	Total Funds
<b>2003-05 Expenditure Authority</b>	272.3	41,693	67,120	108,813
<b>Total Maintenance Level</b>	271.3	35,610	49,909	85,519
Difference	(1.1)	(6,083)	(17,211)	(23,294)
Percent Change from Current Biennium	(0.4)%	(14.6)%	(25.6)%	(21.4)%
<b>Performance Changes</b>				
Middle Management Reduction	(4.4)	(244)	(235)	(479)
General Inflation		(340)	(101)	(441)
Digital Archive Technology			1,343	1,343
Grants to Local Government Agencies			300	300
Security Microfilm Project - Local	6.5		740	740
Realignment of Funding Splits				
Help America Vote Act-HAVA Funding	6.6		27,000	27,000
Records Management Training	1.0		89	89
Archives Processing and Operations	6.0		1,012	1,012
<b>Subtotal</b>	15.7	(584)	30,148	29,564
<b>Total Proposed Budget</b>	287.0	35,026	80,057	115,083
Difference	14.7	(6,667)	12,937	6,270
Percent Change from Current Biennium	5.4%	(16.0)%	19.3%	5.8%
<b>Total Proposed Budget by Activity</b>				
Address Confidentiality Program	3.3	466		466
Administrative Activity	34.2	3,403	2,037	5,440
Agency Information Technology	14.1	1,692	478	2,170
Apostilles Program	1.7	47	167	214
Assistance to Local Libraries	21.2	789	6,154	6,943
Certification and Training	3.6	627		627
Certification Authorities Registration	.5	56	48	104
Charitable Solicitation Program	3.1	465	58	523
Charitable Trusts Program	1.6	170	20	190
Corporations and Partnerships Registration	36.8	2,978	2,540	5,518
Digital Archives	6.2		4,507	4,507
Digital Historical Collection	3.1	610		610
Election Cost Reimbursement to Counties		2,296		2,296
Federal Information	6.7	1,228		1,228
Government Information Locator Service (GILS)	4.4	669		669
Help America Vote Act Local Grant Program	1.8		46,036	46,036
Historical Collection	16.6	2,863	2	2,865
Imaging Services and Security Microfilm	22.3		3,703	3,703
Library Services to State Institutions	20.5	3,336	191	3,527
Oral History Program	2.9	323	6	329
Productivity Board	4.0		595	595

## GOVERNMENTAL OPERATIONS

	Annual FTEs	General Fund State	Other Funds	Total Funds
Public Affairs Broadcasting		3,932		3,932
Records Management	12.4		3,097	3,097
State Archives	29.8		8,831	8,831
State Depository Collection	13.4	2,079		2,079
Voter Registration and Initiative Services	15.3	2,210		2,210
Voter Registration Database	6.6		846	846
Voters Pamphlet, Voter Outreach, and Legal Advertising	5.4	2,435		2,435
Washington Talking Book and Braille Library		2,044	656	2,700
Compensation Cost Adjustment		552	320	872
Middle Management Reduction	(4.4)	(244)	(235)	(479)
<b>Total Proposed Budget</b>	<b>287.0</b>	<b>35,026</b>	<b>80,057</b>	<b>115,083</b>

## PERFORMANCE LEVEL CHANGE DESCRIPTIONS

### Middle Management Reduction

The Governor has directed that middle management be reduced by 1,000 positions by the end of the biennium. This item is this agency's share of the statewide amount.

### Digital Archive Technology

The Digital Archives was designed with scalable enterprise architecture, capable of being expanded based upon the number of local governments and state agencies connected to its infrastructure. In the 2005-07 Biennium, additional hardware, software, maintenance agreements, and content management purchased services will be procured so that more local government and state agency digital documents may be stored by the Digital Archives. (Archives and Records Management Account-Appropriated, Local Government Archives Account-Appropriated)

### Grants to Local Government Agencies

The State Archivist, in partnership with the Archives Oversight Committee, administers the Local Government Grant program that provides \$200,000 dollars in funding for local government records management programs and projects. In 2005-07, this funding will be increased to \$500,000. The added \$300,000 in funding will allow an additional 25 local grant projects, for a total of 47 projects. Enhancing the grants program will allow additional local agencies to implement effective records management programs, records inventory and retention scheduling projects, essential records protection plans, disaster preparedness plans, records technology upgrade plans, and to replace or recover damaged records, making public records readily available. (Local Government Archives Account-Appropriated)

### Security Microfilm Project - Local

During the 2005-07 Biennium, the next phase of the local government security microfilm project will occur. This phase includes inspection, data entry of inspection results, reparation of silver duplicate microfilm, and ongoing funding for copying and brown-toning of incoming film. (Local Government Archives Account-Appropriated)

### Realignment of Funding Splits

The funding sources for the five regional archive branches and security microfilm are realigned to more accurately reflect the proportion of local and state activities in these programs. (Archives and Records Management Account, Local Government Archives Account)

### **Help America Vote Act-HAVA Funding**

The Secretary of State has received \$47 million in federal Help America Vote Act (HAVA) funds to spend in the 2005-07 Biennium (\$20 million dollars carried forward from the 2003-05 Biennium and \$27 million dollars in new federal funds). The \$27 million dollars in new Title II HAVA federal funds are added to assist the state and counties in complying with HAVA requirements. HAVA distributes federal funds to help states administer federal elections. The state has already received \$13 million in Title I funds to replace punch card voting machines and foster the development of a statewide voter registration database. The spending plan includes the following activities: Developing a local government grant program, completing the development of a statewide voter registration database, implementing and maintaining the new database, and certifying electronic voting equipment.

Four project staff are added to implement and maintain the new statewide voter registration database. Maintenance involves keeping the database up-to-date for voters in counties with voter registration systems that are unable to interface with the state's new voter registration database. Those counties will not be able to directly enter their voter information into the statewide database. Staff also will be required to conduct mandatory comparisons with other state databases from the departments of Health, Corrections, and Licensing. One ongoing staff member will implement a new certification process related to the electronic voting equipment required by federal law. A project administrative specialist will assist the HAVA coordinator in the administration of 69 local government grants to carry out HAVA local mandates. A half-time contracts specialist will process contracts relating to the Local Government Grant program and another half-time financial analyst will process and track payments of all grants relating to the Local Government Grant program. (Elections Account-Federal)

### **Records Management Training**

The State Archivist is statutorily required to provide assistance and training to state and local government agencies on a variety of records management topics. These include basic records management, disaster preparedness and recovery, essential records protection, conservation and preservation, microfilming and imaging standards, electronic records management, and state archives' services. A local government records management trainer will be hired to identify and prioritize needed training; develop new curricula, training plans, and web-based training modules; conduct training; and monitor progress toward meeting local government and Archives/Records Management Division goals. (Local Government Archives Account)

### **Archives Processing and Operations**

Beginning in the 2005-07 Biennium and continuing for the next several biennia, the State Archives and the five regional archives will undertake a project to repackage and reorganize a significant portion of their current archival collections to ensure the collections' long-term preservation. The collections also will be reorganized for enhanced use by citizens and researchers. Six staff will be added, one at the State Archives and one at each of the five regional archives, to conduct the reorganization and description of 13,500 cubic feet of collections in order to make them available for researchers. Temporary project staff will process collections that require repackaging. (Archives and Records Management Account, Local Government Archives Account).

## **ACTIVITY DESCRIPTIONS**

### **Address Confidentiality Program**

This program protects the confidentiality of crime victims (specifically victims of domestic violence, sexual assault, or stalking) by ensuring alleged perpetrators cannot use state and local government public records to locate their victims. The program provides participants with legal substitute addresses used as residence, work, and/or school addresses, and provides confidentiality in two areas that are normally public records: voter registration and marriage licenses.

### **Administrative Activity**

Administration provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, international relations, human resources, financial services, contracting and purchasing, and facility and records management.

### **Agency Information Technology**

This activity provides the agency with central oversight and coordination of technology, including but not limited to the agency information technology plan, server maintenance, hardware/software maintenance and programming, and web service development.

### **Apostilles Program**

The Office of the Secretary of State is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept it at face value. Various documents (birth/death, marriage/divorce, police records, corporate good standings, etc.) submitted to this office are used internationally for adoptions, dual citizenship, business transactions, and education purposes.

### **Assistance to Local Libraries**

This activity coordinates, in conjunction with the Library Council of Washington (LCW), statewide projects and initiatives using Library Services and Technology Act (LSTA) funds. It administers the LSTA grant, in compliance with LSTA's parent institution, the Institute of Museum and Library Services. This includes monitoring the requirements to retain federal funds.

### **Certification and Training**

This activity develops the curriculum used to train and certify state and local election officials in conducting elections. Staff perform election reviews of individual county procedures in the event of federal or state recounts. Also, the division provides comprehensive resources and reference materials for local election officials, political party organizations, and other interested parties.

### **Certification Authorities Registration**

The Electronic Authentication Act (RCW 19.34) is a certification authority licensure program administered by the Office of the Secretary of State. The office is an independent third party which ensures that the licensure process remains separate from the digital signature technology itself. Certification authorities verify the identity of individuals and issue digital signatures. Digital signatures are used to sign contracts, verify identity, and control access to applications over the Internet.

### **Charitable Solicitation Program**

The Office of the Secretary of State registers entities that solicit funds from Washington State citizens. Registration is used to provide information to the public about charities and their paid fundraisers. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes.

### **Charitable Trusts Program**

This activity registers charitable trusts relating to entities holding income-producing assets in the name of charity. Registration of charitable trusts also permits supervision of the administration of these public trusts, helps to prevent deceptive and dishonest practices, and prevents the improper use of public funds intended for charitable purposes. Information provided through registration promotes consumer education and awareness for grant seekers, grant makers, and public beneficiaries.

### **Corporations and Partnerships Registration**

This activity provides registration of entities conducting business in the state of Washington, including domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. The program also registers international student exchange programs and immigration assistants, and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. Registration of the mark is a valuable alternative to federal registration when a filer does business only within Washington, and it provides critical evidence of first-use when used as supplemental documentation in a federal trademark application. (General Fund-State, Secretary of State's Revolving Account-Nonappropriated)

### **Digital Archives**

The primary mission of this activity is to preserve and make accessible the legal and historical electronic records of the executive, legislative, and judicial branches; state agencies; and local governments. It maintains a public research facility for reference and scholarship. The Digital Archive located in Cheney, Washington, provides secure storage of archival electronic records, provides remote access via the Web, and ensures long-term accessibility through data migration as technology changes.

### **Digital Historical Collection**

This activity provides searchable online access to State Library historical resources that have previously been available only in paper or microfilm. The collections are web-accessible to citizens across the state.

**Election Cost Reimbursement to Counties**

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

**Federal Information**

This activity provides citizens with access to print and digital information and publications, both current and historical, from the federal government.

**Government Information Locator Service (GILS)**

This activity provides citizens with online access to government information in Washington through specialized online search tools offering carefully selected sites for state and local government and consumer protection information.

**Help America Vote Act Local Grant Program**

This activity was created in the 2003-05 Biennium to establish a local grant program to assist county auditors in meeting the requirements of the Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements.

**Historical Collection**

This activity provides citizens with information on the history of Washington Territory and the state of Washington.

**Imaging Services and Security Microfilm**

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); creating an inventory; quality review and inspection; brown-toning for preservation; and off-site security storage of archival microfilm and images. The unit also provides assessment and consultation on local government holdings and microfilm/imaging projects, and provides information on microfilm and imaging standards. (Imaging Account-Non-appropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

**Library Services to State Institutions**

This activity provides on-site library services to over 11,000 residents of two Department of Social and Health Services (DSHS) psychiatric hospitals and ten Department of Corrections (DOC) adult correctional institutions. Both DSHS and DOC libraries support the education, treatment, and rehabilitation of patients and offenders. Branch libraries assist DOC in complying with American Correctional Association standards for accreditation.

**Oral History Program**

This activity records, transcribes, and publishes the recollections of legislators, state officials, and citizens who have been involved with the state's political history. The publications document the formation of public policy in Washington State and demonstrate the roots of democratic government in the lives of citizens of the state for teachers and students of public affairs, current and future legislators, legislative staff, and others interested in the history of politics in the state. The program's mission is to gather and disseminate this history, which otherwise would be lost and inaccessible to researchers.

**Productivity Board**

The Brainstorm and Teamwork Incentive programs ensure that all state employees have access to a neutral process where their ideas can be heard, either as a team or individual. The programs partner with all state agencies in a proven process that encourages employees to become more efficient and helps save the state taxpayers' dollars. (Department of Personnel Services Account)

**Public Affairs Broadcasting**

The Office of the Secretary of State contracts with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations and other events of statewide significance.

**Records Management**

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Archives and Records Management Account-State, Local Government Archive Account-State)

## **GOVERNMENTAL OPERATIONS**

### **State Archives**

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of all executive, legislative, and judicial branch agencies, and all local governments. State Archives manages the life-cycle of all records and maintains public research facilities for reference and scholarship. The main facility in Olympia and five branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an online research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. The five archive branches also perform record management services for all local governments. (Archives and Records Management Account-State, Local Government Archive Account-State)

### **State Depository Collection**

This activity provides citizens with access to print and digital information and publications, both current and historical, from Washington State agencies.

### **Voter Registration and Initiative Services**

This activity facilitates the filing and processing of proposed initiatives and referenda, filing of completed petitions, and verification of voter signatures on filed petitions. All qualified initiatives and referenda are certified to the county auditors. All motor-voter and mail-in registration information is processed for delivery to county auditors to ensure the maintenance of complete and accurate voter registration lists.

### **Voter Registration Database**

Under an activity established during 2003-05 Biennium to meet the requirements of the Help America Vote Act of 2002 (HAVA), the Office of the Secretary of State must build and maintain a coordinated, centralized, uniform state voter registration database with connectivity to the 39 county election offices, Department of Licensing, and Department of Corrections. This database provides a new tool to assure that elections are less open to fraudulent voter registration and improve service to the state's voters. It provides real time connectivity between county offices and the state to ensure that a voter is only registered at one location at a time. Further, it provides a tool to confirm the legitimacy of each new voter registration by cross checking the data with licensing information, social security number information, and a list of those with no right to vote (i.e., convicted felons).

### **Voters Pamphlet, Voter Outreach, and Legal Advertising**

As required by the State Constitution, this activity supplies voters with access to information about elections, candidates, and ballot measures via the voter's pamphlet, an online voter's guide, 24-hour telephone hotline, and legal advertisements. The division provides voting and election information to children, students, and young adults, as well as online access to election results reported in real time by county election offices. Foreign language translation for all voter outreach and voter education services is provided through the Office of the Secretary of State's website.

### **Washington Talking Book and Braille Library**

The State Library contracts with the Seattle Public Library to provide statewide services to the blind, visually impaired, physically or learning disabled, and those who cannot read regular print.

### **Compensation Cost Adjustment**

This item reflects proposed compensation and benefit cost adjustments that were not allocated to individual agency activities. The agency will assign these costs to the proper activities after the budget is enacted.

### **Middle Management Reduction**

The Governor has directed that middle management be reduced by 1,000 positions by the end of the biennium. This item is this agency's share of the statewide amount. These savings will be assigned to the appropriate activities after the budget is enacted.